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More Reward For Your Effort

Mayan Revelation Number 262

Look Ahead

Tackle the Difficult

Set Your Pace

Enjoy Your Labor

Do the Most Important Things First

Relax — and Accept Your Reward

Affirmation

Beloved Perfectioner:

Each of us wants a rich, full, and satisfying life. As a student of Mayanry you are striving to get the most out of the years that are allotted to you. I'm sure that you sometimes feel your efforts are rewarding. At other times you may feel frustrated — you may conclude that you are working hard to accomplish the things you wish to do, and to be the person whom you wish to be, but that you are falling far short of your goal.

This lesson will offer certain techniques by which you may gain greater rewards for your efforts. It will teach the importance of looking ahead, of carefully planning before you begin whatever you wish to do. It will stress the necessity for setting your pace — of working neither too fast, nor too slow. It will emphasize the value of doing the most important things first. It will lift up the Truth that when your task seems too great for you to do alone, you can tap Divine Resources. It will encourage you to enjoy your work, even when it is not labor of your own choosing. And, finally, it will teach the value of relaxing when you have finished, and of accepting with joy the rewards of your labors.

Approach this Lesson with earnestness. Pray with me:

PRAYER

Dear God, I thank Thee for the promise that divine wisdom and strength are always available. Save me from drifting. Show me how to use my time and strength intelligently. Help me to trust Thee and to accept Thy guidance, power, and peace. Amen.

LOOK AHEAD

*W*E live in a space-age, but frequently we approach our daily work as if we were caught in a traffic jam and could only see as far as the bumper on the car ahead of us.

If you are to progress rapidly, it is important for you to take time to note the direction you are going. Of course, the immediate demands must be fulfilled, but try to see how they relate to your ultimate objective. List your goals - in your mind, or in a notebook. Keep them before you.

Many otherwise intelligent people never reach their potential because they do not formulate a long-range plan. They begin important work, only to find they are held up for days because they lack certain directions, or lack material that is required to complete the project. The delay that results could have been avoided by looking further ahead, analyzing what was needed, and assembling all the physical and mental tools necessary for the job.

You can avoid mistakes, which may be costly in time and energy, when you carefully plan your work. Know what you wish to accomplish. Assemble all the necessary information and equipment. Don't plunge ahead without taking time to see where you are going. Visualize your aim and decide upon the wisest procedure. Then you are ready to go forward without wasted effort.

SET YOUR PACE

*T*HE runner who starts too slowly has little chance to win the race. The one who begins too fast, and burns himself out before the race is over, makes an error in judgment that is just as serious. In life, as on the track, it is important to set your pace - set it so you can accomplish what you wish to do without becoming physically or mentally exhausted.

A man who runs his business with amazing efficiency said to me, "For almost ten years I dawdled at my work. I spent at least ten hours every day in the office. I had no time for fun with my family. Every morning I would sort out orders and deliberate over them. Later, with dragging feet I would take them to the divisions where they had to be filled. Then someone gave me a pamphlet that told of the effect of thought-timing on work-timing. I realized that my sluggish thinking led to my slow motions. I was taking ten hours to accomplish what could have been done in seven or eight.

"I spent the next evening analyzing my work. I saw where I could eliminate unnecessary motions; but it became clear that my chief enemy was fussiness. Then and there, I resolved to give each request careful consideration, but to make decisions quickly. To my amazement, I found that speed in thinking led to speed in action. Now I not only save time, but feel less tired at the end of the day than I did when I dawdled."

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Here is the first lesson to learn in setting your pace: Don't drag your feet. Tackle your work with an alert mind. Step briskly. Move at a pace that

is fast without being feverish. This should give you a sense of heightened vitality. You will get greater joy out of the things you have to do; and you will have a bonus of time for recreation.

Teachers of speed-reading tell us that those who master this skill, even though they read at double-quick time, usually remember more facts than the slow readers. In a similar way, if you have been sluggish, increasing the rate at which you work should increase your efficiency. If you work with all your attention sharply focused upon your immediate task, you may do a higher grade of work at a reasonably faster pace than you would at a lazy pace.

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The second lesson is this: Don't rush. Haste does not pay. If you have been starting your day with a rush and have felt a constant pressure upon you, wearing your nerves and your body, you are attempting a rate of work that is not suited to your capacities. Slow down. Stop for a minute and stand tall; take a few deep breaths of fresh air. Think of ways that will enable you to shake the sense of hurry. They may be something like this:

I will arise ten minutes earlier each morning so I can enjoy a leisurely breakfast.

I will allow extra time for the drive to school or work so a traffic delay will not make me frustrated and irritable.

If I find myself becoming tense, I will stop for a few minutes and completely relax. Then I will begin again, striving not to hurry, but to work intelligently.

In a century when heart attacks and "nerves" are major causes of serious illness, you need to learn how to use your strength, not waste it. You should avoid life's "merry-go-round". Somewhere between dawdling and haste, there is the right pace - the pace at which you can win in life's race.

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Third: If necessary, make allowance for your handicaps. A person who has a lame leg, or an abnormal heart condition, naturally has to make adjustments because of his infirmity. Never set your pace by what is right for your neighbor. Select the rate for working and the rate for living that is best for you. This will enable you to make your finest contribution to your family and to society.

A neighbor, who is a salesman, had a serious heart attack. He was hospitalized for more than a month. When he was brought home in an ambulance, his physician told him to take only one step the next morning, but to very gradually increase his activity. Now the man is back at his job, working six hours a day. He limits his activity, and has learned to work at a rate that does not overtax his heart. If he should run, it might bring on a fatal attack. His doctor told him, however, that moderate exercise is beneficial to his health and should increase his life-span. This man has adjusted his rate of work to his limitations.

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Don't become frustrated when illness, or age, makes it impossible for you to accomplish what you once took in stride. Adjust your load. If necessary, change your occupation. Find the rate at which you can now work efficiently, and determine to carry on at that pace.

DO THE MOST IMPORTANT THINGS FIRST

*M*ANY people do not order their lives. They engage in trivialities while postponing responsibilities that are of major importance. Frequently they slip into conventional ways of doing things, instead of deciding upon a program that would increase their efficiency. This is wasteful. Often it results in frittering away half of life.

How can you make your most productive hours pay rich dividends? First: Intelligently study the approach that puts you into the best mood for your work. Thomas Edison found that reading a few jokes and sharing them with his friends was like a self-starter for his creative genius. But once he was in the laboratory, he allowed no interruptions.

Woodrow Wilson, under the heavy demands of World War I, said that he felt unable to face the crowded calendar of a day in the White House unless he first took a brisk twenty-minute walk. Wilson needed to take time for exercise if he was to work at peak efficiency.

One author does his best writing if he tunes up by reading a few pages from the classics. Another gets a fast start by reading over again the last chapter he wrote. A few people say that they work best in the late evening. Whenever a creative mood or a surge of energy comes, don't allow it to be dissipated; use it for some important endeavor.

There is no set program that fits the needs of every person, but there is a behavior pattern that enables each individual to do his best work. Seek to find yours; then take advantage of it.

Many men and women find insight and strength when they begin the day with a few minutes of Bible reading, meditation, and prayer. This shuts out the worries that have been pressing upon them. It quiets the misgivings and fears that would distract their attention. It clears their minds and steadies their nerves. It gives them confidence. They receive a vital impulse, which enables them to gain the greatest possible reward for their efforts.

After you have prepared mentally and spiritually for the day, tackle the most important tasks first. Do the work that requires your keenest thinking, or your finest coordination. Don't get side-tracked.

The temptation to procrastinate is hard to resist. Some businessmen use the morning paper as an excuse to avoid work. It is easy to visit a bit, or do trivials until the mail comes, and then become involved in correspondence. Soon the first two hours of the day are gone. Of course, there is no harm in carrying on routine activities unless they use time in which important planning or major decisions need to be made. Follow these principles: If there is work that re-

quires either creative ability, or constructive planning, tackle it while you are fresh.

One executive has his secretary tell those who call that he will be available after ten o'clock. A successful author closes the door after breakfast and will not allow even the mail to be delivered until noon. He says this is the only way he can take full advantage of the hours when he is able to work at top speed.

No one is more tempted to waste the most precious hours of the day than the person who lives at home. A succession of chores can eat into the morning until there is no time left for a major project that requires energy and skill.

Resolutely plan your days and follow through by intelligently using your time. Whether at home, school, or place of business, do the most important things first. Don't be lured by the temptation to deplete your energies in trivial matters. Let routine tasks take a secondary place. Do first the work that requires your clearest thought, or your finest skill. This procedure will give you more reward for your effort. It will save you many hours.

TACKLE THE DIFFICULT

*I*S there a task you dread because you think it is difficult? If so, you have plenty of company. You may be tempted to believe that only men and women who are untrained, or weak, face this problem. Nothing could be further from the truth. Even the President of the United States has certain tasks he dreads. The same is true of every business executive, or distinguished author. It is well for all of us to develop certain techniques by which we can handle the work which we dread.

Don't hide. Run to meet the situation that seems frightening. This will save you valuable time and energy. Whether it is a plan you have to submit, a report you have to make, a person you have to interview, or a fence you have to build, tackle it without hesitation. Don't try to avoid it. Realize that procrastination drains your energy and wastes your valuable time.

Discover that the thing you dread doesn't need to be mastered in one hurdle. Look at your problem step by step. Begin on part one; then part two will not look as frightening.

Don't lose your momentum. Once you have begun, don't allow yourself to be delayed, or side-tracked. The energy you have built up should not be dissipated. To allow that to happen robs your store-house of strength that could have been put to better purpose.

Remember that you need not rely upon your own strength alone. You can tap the Divine Reservoir of power. You can seek wisdom

from One greater than yourself. Isaiah said, "He giveth power to the faint; and to them that have no might he increaseth strength." (Isaiah 40:29). Paul, faced by persecution and imprisonment said, "When I am weak, then am I strong." (II Corinthians 12:10).

When you have something difficult to do, shut your door and pray. Ask God for guidance, and you will receive it. Ask Him for strength, and you will feel new power pulsing through your veins. Your fears will be diminished. You will see how to tackle the job that seemed frightening, and you will be given the wisdom and the endurance to complete it.

ENJOY YOUR LABOR

*I*N ancient times, a prophet of Israel tried to tell his people how to find joy in daily living. He said:

"Go thy way, eat thy bread with joy, ...

Live joyfully with the wife whom thou lovest ... (and)

Whatsoever thy hand findeth to do, do it with thy might."

(selections from Ecclesiastes 9:7-9)

Modern teachers and psychologists have emphasized the truth that happiness is to be found not solely in the results of labor, but in labor itself. We are tempted to believe this is true only when the labor is of the type that gives us personal pleasure. This is a mistaken conception. Work well done is to some degree its own reward.

Satisfaction comes from having a part in any worthwhile endeavor. Sometimes you may be asked to assume leadership, and the duties required would interfere with your pleasure, or your personal plans. But if you will assume responsibility, and make a significant contribution, you will be gratified by what you are able to accomplish.

On the other hand, sometimes you may be called upon to render very humble service. You may feel it is beneath your dignity, or that your time and talents should be used in more worthy endeavors. But if there is no one else to do the humble task, or if for some reason you feel it is your duty, do it as best you can. Do it without grumbling and without inner resentment.

Find enjoyment in any work that is needed. "Whatsoever thy hand findeth to do, do it with thy might." Give your best thought and effort to whatever you are called upon to do, and a warm glow will come to your heart.

When Dr. Albert Schweitzer returned to Lambaréné after his first furlough, he found the buildings of his little hospital were falling apart. The man who was master of the organ, and an authority in the field of theology, set about - with his own hands - to repair the fallen structures. A young colleague had

often protested that manual work was beneath his station, but when he saw Schweitzer on the roof of the hospital replacing a loose shingle, he climbed up to help.

Schweitzer was big enough to do little things with satisfaction and enjoyment. He found delight not only in the completed task, but in the work itself. As an advanced student of Mayanry you should learn to do this, too.

RELAX - AND ACCEPT YOUR REWARD

*A*N important rule, which all of us should adopt, is: When you have finished your work - relax. Enjoy your accomplishments and enjoy your leisure.

Much of the pressure that frays our nerves comes when we become so keyed-up after our work is done that we continue to burn up nervous energy. Mentally, we are still tense, and this affects every part of our bodies. A noted singer, who manages to keep up an exacting schedule and still be vivacious and sparkling, says that if she takes a ten-minute break, she can sleep eight of those minutes.

You can do strenuous work and can spend many hours in intense mental concentration without becoming worn out, if you will take occasional breaks. Completely relax for a few minutes, allowing re-creating forces to pour into your mind and spirit. Then resume your task. And when it is finished, rejoice. But then leave it. Don't keep doing the work over and over again in your mind. This drains resources that should be saved for another day. —Seek the companionship of your family and friends. Read a good book, or take some form of exercise.

Work well done is its own reward. You should find joy in your accomplishments. Let them lift your spirits. Let them spur you to further endeavors.

Another part of your reward is the ability to rest from your toil. Leisure that has been earned is doubly enjoyed. Don't let this prize slip out of your grasp. Claim the reward when it is due you. Relax. Stretch out, or settle in a comfortable chair. Let any tension or strain roll off you. This will extend your youth and renew your vigor.

The final reward is a sense of personal joy, which you need not seek, but which will come to you when you strike the proper balance between concentration and relaxation. It comes when you do your best work and then enjoy both the fruits of your labor and the privilege of leisure. It is peace of mind and serenity of spirit. God grants these gifts to those who work and play in accord with His laws.

AFFIRMATION

I WILL not hurry through this day. I will plan intelligently, do the most important things first, and work at the right pace. When tasks seem difficult I will accept God's guidance and help. When my work is done I will relax, enjoy my leisure, and be re-created.

Blessings,

YOUR INSTRUCTOR.